

**MICHIGAN DEPARTMENT OF CIVIL SERVICE  
JOB SPECIFICATION**

**EXAMINATION/LOTTERY DRAWING MONITOR**

**JOB DESCRIPTION**

Employees in this job perform various aspects of examination or lottery drawing monitoring.

There is one classification in this job.

**Position Code Title – Examination/Lottery Drawing Monitor-E**

**Examination/Lottery Drawing Monitor 4**

The employee performs a full range of examination monitoring assignments for the Department of Civil Service or lottery drawing monitoring assignments for the Bureau of State Lottery. An employee will serve in one of four capacities.

1. As a Head Examination Monitor, the employee has complete responsibility for all activities at an examination center or site. The Head Examination Monitor is the supervisory official to whom Room Examination Monitors and Assistant Room Examination Monitors report. Under certain circumstances, Room Examination Monitors may be assigned supervisory duties in relation to Assistant Room Examination Monitors by the Head Examination Monitor or the Examination Administrator.
2. As a Room Examination Monitor, the employee has responsibility for all administrative activities of one or more examinations in a room at an examination center or site under the general supervision of a Head Examination Monitor.
3. As an Assistant Room Examination Monitor, the employee assists in the administration of examinations.
4. As a Lottery Drawing Monitor, the employee has complete responsibility for all activities associated with monitoring a lottery drawing. The employee may be assigned to different types of equipment and must maintain a thorough working knowledge of all applicable policies and procedures to ensure that each drawing is set up, conducted, monitored, and recorded properly.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

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#### **Head Examination Monitor**

Oversee testing activities for conformity to guidelines and standards.

Make final determination of applicant's admittance to an examination, the center, the site, or the room.

Receive, audit (before going to the examination center) and maintain the safety and security of assigned examination material.

Supervise and coordinate activities of the assistant monitors in the room; includes the release of the assistants when they are no longer needed.

Train monitors on all phases of examination monitoring.

Sign time reports for monitors assigned to work in the center.

Arrange for substitute monitor in case of absence.

Complete all necessary forms and reports at the completion of the examination process and send them to Lansing.

Report any unusual problems, occurrences, or discrepancies to the examination administrator.

Advise the examination administrator of site problems.

Represent the department regarding the administration of examinations or the interpretation of policies or procedures.

Perform related work as assigned.

#### **Head, Room, and Assistant Room Examination Monitor**

Distribute and collect examination materials.

Read instructions and administer sections of examinations or performance tests to groups of applicants.

Instruct applicants in correctly completing and marking the answer sheets.

Observe applicants during the test period to minimize distractions, prevent collaboration, copying, or use of unauthorized aids.

Assure that test procedures are being followed.

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Assure that applicants are working on the proper segment of a timed exam and not reviewing previous or unassigned segments.

Review collected answer sheets to be sure scannable applicant data (Social Security Number, exam number) are properly completed.

Check the examination room to be sure room is in order, applicants have not left any articles in the room, and all equipment has been shut off and covered.

Recommend new or changes to policies, procedures, and forms used in the testing program.

Perform related work as assigned.

#### **Assistant Room Examination Monitor**

Assist the Head Examination Monitor in all aspects of the examination administration process.

Collect and verify proper identification of applicants.

Return applicant's identification.

Report any unusual problems, occurrences, or discrepancies to the Head Examination Monitor.

Assist the Head Examination Monitor in counting and packaging exam materials for return to Exam Security.

Keep used and unused materials segregated, putting materials in bundles of 25.

Perform related work as assigned.

#### **Lottery Drawing Monitor**

Sets up lottery drawing equipment in accordance with guidelines and standards.

Assists in maintaining the security and integrity of drawing equipment.

Conducts and records the results of all pre- and post-drawing tests conducted on equipment.

Determines whether equipment is operating in accordance with specifications or whether it should be replaced with backup equipment. Repeats pre-drawing test requirements before live televised drawings.

Reports any unusual situations, malfunctions, or discrepancies immediately to the appropriate personnel.

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Completes all necessary forms and reports to certify the completion of each phase of the drawing process.

Recommends changes to policies, procedures, and/or forms used to record drawing results.

Contacts Lottery Central to ensure sales have closed before conducting drawings.

Monitors rehearsals before drawings.

Observes live telecast drawings. Implements emergency procedures when warranted.

Records numbers drawn and reports information immediately to activate the validation process.

Contacts randomly selected on-line agents to ensure accuracy of information (winning numbers and jackpot amounts) entered into the on-line wagering system.

Contacts news services and other agencies to disseminate winning numbers and jackpot amounts.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Ability to speak confidently in front of large groups of people.

Ability to follow oral and written instructions.

Ability to communicate with others, both verbally and in writing.

Ability to assume responsibility.

Ability to direct the work of subordinates (if any).

Ability to exercise tact, courtesy, and similar qualities necessary for meeting and dealing effectively with others and maintaining favorable public relations.

Ability to react quickly to identify and avoid or resolve problems.

Ability to communicate effectively both orally and in writing.

#### **Working Conditions**

Jobs are temporary and non-career.

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Work is intermittent in nature.

Travel is required.

Work is on Saturdays, holidays, and evenings.

### **Physical Requirements**

None.

### **Education**

No specific amount of education required.

### **Experience**

Room Examination Monitors, Assistant Room Examination Monitors, and Lottery Drawing Monitors.

No specific experience required.

Head Examination Monitor

Some supervisory experience.

### **Special Requirements, Licenses, and Certifications**

None.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

## **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

### **Job Code**

EXLTDRMON

### **Job Code Description**

Examination/Lottery Drawing Monitor

### **Position Title**

Examination/Lottery Drawing Monitor-E

### **Position Code**

EXLTDRMO

### **Pay Schedule**

NERE-001P